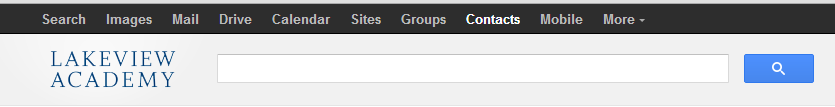
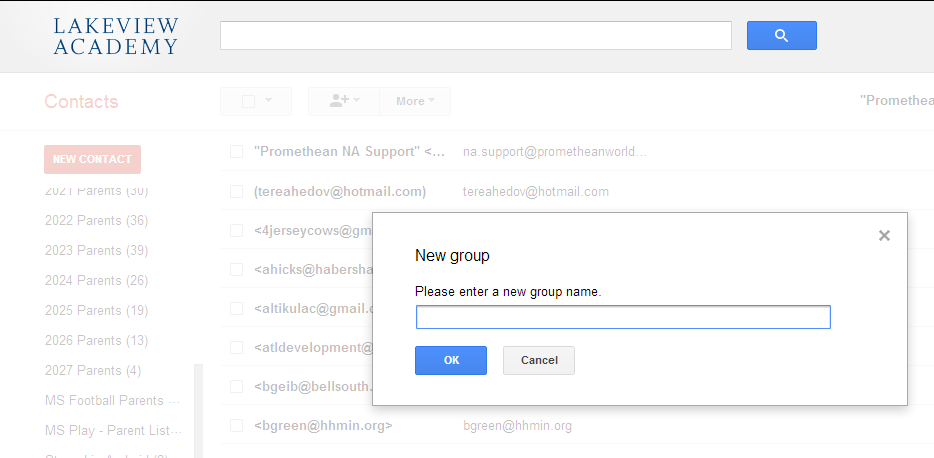
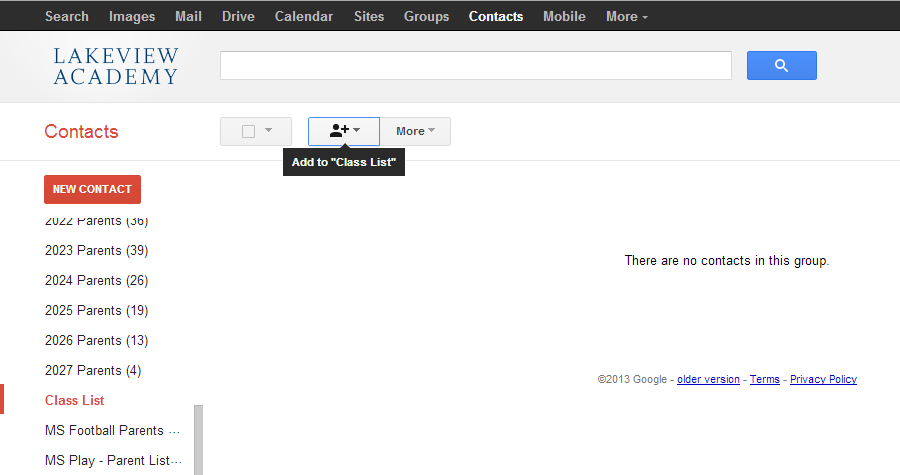
**Creating a Contact Group in Gmail**

1. Sign in to your Lakeview email account
2. Across the top of the screen, locate and click **Contacts**
3. To create a new group, scroll down the left side of the screen to find **New Group**
4. A dialog box will appear allowing you to name your new group then click **OK**



1. Your new group name may now be found in the list on the left side of the screen.
2. When you click on the new group name, the screen will display, “There are no contacts in this group.” Click on the button at the top of the screen which allows you to add to your new group, as pictured below.



1. Begin typing in the student names for the group and the email addresses will pre-fill. You may type in all the names on your list before selecting **Add**.
2. When you are ready to compose an email to your class group, simply type in the group name.